UNITED
NATIONS

ST

Secretariat

ST/IC/1994/59
23 December 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1995 COMPETITIVE EXAMINATION FOR ENGLISH VERBATIM REPORTERS

1. A competitive examination for English verbatim reporters will be held on 3 May 1995 in New York, Geneva, London, Vienna and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of the examination is to establish a roster from which present and future vacancies for English verbatim reporters will be filled. Staff members who are successful in the examination and are selected for inclusion in the roster will be assigned to fill vacancies as they occur in the English Verbatim Reporting Section, Interpretation, Meetings and Documentation Division, on the recommendation of the Office of Conference and Support Services of the United Nations Secretariat in New York. Verbatim reporters are expected to serve a MINIMUM OF FIVE YEARS in a language post.

2. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements. Staff members from subsidiary organs of the United Nations as well as staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered outside candidates for the purpose of this examination. The assignment of staff members who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 11 and 12 below.

3. Staff members of the Secretariat applying for the examination must:

(a) Have English as their main language; 1/

(b) Have a perfect command of English and an excellent knowledge of French or Spanish. Knowledge of additional official languages of the United Nations is highly desirable. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to

knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should attach to their application a photocopy of either a diploma or a certificate from a language school or a brief explanation of how they acquired knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree from a university or institution of equivalent status at which English is the language of instruction;

(d) Have three years of experience in verbatim reporting. The Board will also consider candidates who have three years of professional experience in journalism, translation, editing or a related field. For the purposes of this examination, proofreading and transcription will be considered related fields;

(e) Have a keyboard speed of at least 45 words per minute. Candidates should also be able to operate a dictaphone and, while listening intermittently, to type out the text of a recorded speech using a dictaphone and a word processor. Candidates' typing speed should be indicated in paragraph F of the attached form;

(f) Have word-processing knowledge.

4. The requirement for a university degree or its equivalent from a university or institution of equivalent status at which English is the language of instruction may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the language of instruction is English, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

5. All applications for the examination will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The first component of the examination will consist of:

(a) Editing of and making the necessary logical and stylistic corrections to an original English text (2 hours);

(b) Editing of a text in English to bring it into conformity with the original French or Spanish version which will be made available to the candidates (2 hours). Candidates will be requested to indicate their choice of either French or Spanish in paragraph F of the attached application form.

7. The use of a dictionary or any other reference material will NOT be permitted during the examination.

8. On the basis of the results obtained in the first component of the examination, the Board of Examiners will invite selected candidates to the second component, to take place 12 to 14 weeks after the first component of the examination. The second component will consist in typing out on a word processor, from a dictaphone recording, an original 10-minute taped speech delivered in English (1 hour). No changes are to be introduced in the text.

9. Candidates invited to the second component of the examination will also be interviewed. The purpose of the interview is to assess professional experience, knowledge of the United Nations and current events, willingness to serve at any duty station, adaptability to the prevailing conditions of service in the Verbatim Reporting Section and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview SHOULD NOT assume that they will be offered an assignment.

10. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations ARE NOT subject to appeal. The Board DOES NOT release individual scores.

11. Staff members selected to fill vacancies will be assigned as English verbatim reporters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

12. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Office of Conference and Support Services and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their verbatim reporting functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

13. English verbatim reporters are assigned, as members of a team, to meetings of various United Nations bodies and are required to prepare from sound recordings verbatim records of speeches delivered in English or of simultaneous interpretation into English of speeches made in other official languages of the United Nations. In preparing records, verbatim reporters must correct grammatical errors, clarify the order of presentation without changing the meaning of the speaker, check facts and quotations and insert references as necessary. For such editing, verbatim reporters must compare their texts with those transcribed in the original language of the speech or with the corrected version in another official language.

14. In order to service meetings of the Security Council, verbatim reporters are often called upon to work outside of normal working hours, including weekends and holidays.

/...

15. Staff members from Headquarters applying for the examination should complete the attached form and submit it to the following office NOT LATER THAN 15 February 1995:

Competitive Examination for English Verbatim Reporters
Recruitment and Placement Division
Room S-2535G
United Nations Secretariat
New York, N.Y. 10017

16. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications to the Recruitment and Placement Division through the Chief Administrative Officer or Director of the United Nations information centre of their respective duty stations before 15 February 1995, the deadline for receipt of applications in the Recruitment and Placement Division.

17. Staff members working at the United Nations Office at Geneva should address their applications to:

Competitive Examination for English Verbatim Reporters
Secretariat Recruitment Section
Office 266
United Nations Office at Geneva
CH-1211 Geneva 10
Switzerland

Notes

1/ "Main language" should be understood to be the language in which the candidate is best able to edit. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

APPLICATION

1995 COMPETITIVE EXAMINATION FOR ENGLISH VERBATIM REPORTERS 1/

INDEX NO. 2/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes /_/ in 19 /_/_/ No /_/

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s)? _____

What is your main language? 4/ /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. Knowledge of other languages 5/

Language(s)	United Nations language programme (Indicate highest level and date)	Courses taken at other institution (Name and location)

B. Indicate your ability in each of the languages mentioned above

Language	Read		Understand		Speak		Write	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

/...

C. University degree or equivalent or post-secondary educational qualifications 6/

Name of institution Place and country	Language of instruction	Attended from/to Month/year	 Month/year	Degree 6/ or equivalent	Main field of study

D. Secondary school qualifications

Name of institution Place and country	Language of instruction	Attended from/to Month/year	 Month/year	Certificate or equiv. 6/	Main field of study

E. Describe work experience (giving dates and length of time) in journalism, translation, editing, transcription, proofreading or related fields

/...

F. Please

(a) Indicate your typing speed _____;

(b) Indicate your choice of languages for second component of the examination (see para. 6 (b) of ST/IC/1994/59) _____.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

I have read information circular ST/IC/1994/59 and I understand that if I am successful in the competitive examination for English verbatim reporters and recommended for inclusion in the roster, my assignment as an English verbatim reporter will be subject to my acceptance of the conditions of service indicated in paragraphs 11 and 12 of that circular.

Date: _____ Signature: _____

Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments at which the principal language of instruction is English. Written proof of claimed post-secondary education must also be attached unless the staff member was convoked for the G to P examination for promotion to the Professional category or another language examination. Applications which are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS IN THE RECRUITMENT AND PLACEMENT DIVISION. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

2/ Appears normally on your monthly salary statement and Personnel Action forms. If not, please contact your Executive Officer to obtain your number.

3/ Please indicate department/office, e.g., OCSS, OPPBA, DPI, UNOG, UNOV or other (specify).

4/ "Main language" should be understood to be the language into which the candidate is best able to edit. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of this circular.

6/ Give exact name and title in original language. Do not translate or equate. Copies of university degrees must be attached.